

# GUIDELINES FOR PROJECTS LOCATED IN A DESIGN REVIEW PANEL (DRP) AREA

**ALL NEW DEVELOPMENTS** in a DRP area are subject to a Full DRP review. **NO EXCEPTIONS.**

Please follow the Application Requirements and Submission Deadlines: <https://www.baltimorecountymd.gov/boards-commissions/planning/design-review-panel>

**ADDITIONS and RENOVATIONS** in a DRP area: the Department of Planning (DP) will review each project on a case-by-case basis and DP will determine which type of review will be required, either a **Full** (see page 2) or an **Administrative** review (see page 2).



To obtain a determination from DP on the type of review, an applicant needs to submit a completed application to DP which includes the following and with attachments that do not exceed a total of 15 MB:

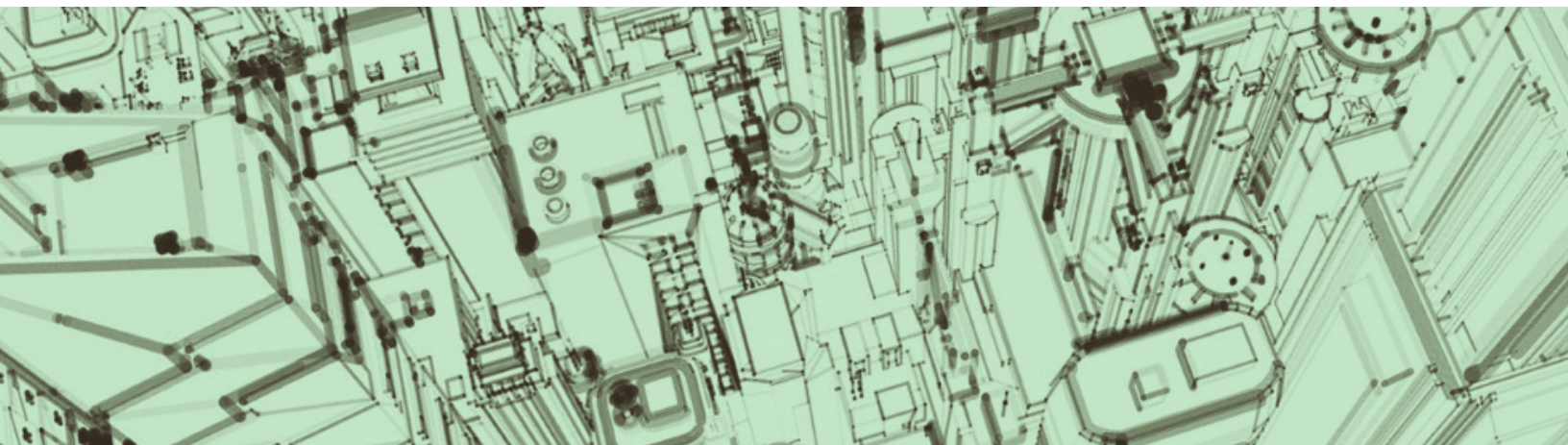
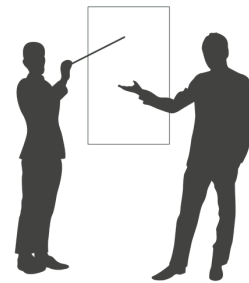
1. Project description (100-200 words, no more than one paragraph).
2. Photographs of the existing building elevations (pdf or jpeg).
3. Elevation drawings, or sketches of the improvement, or project improvement mock-ups (pdf or jpeg). DP will determine if further information is needed.
4. Type of building materials and proposed colors (pdf or jpeg).

Upon receipt of a completed application, DP will have one week from receipt of application to determine the type of review. During the initial review process, should additional documentation be needed, DP will reach out to the applicant. Should DP determine that an Administrative review is appropriate, the applicant will need to submit a letter formally requesting an Administrative Review (see a Sample Letter, page 3). DP will have two weeks from receipt of application to review the application.

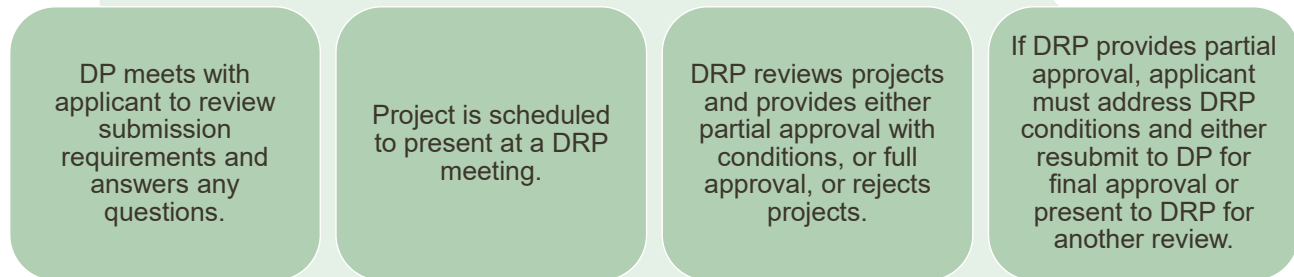
Should DP determine that a Full DRP Review is required, the applicant will need to follow the steps outlined under a Full Review.

Should DP determine that neither a Full or an Administrative review is required, such decision will be sent to the applicant. When proceeding with obtaining a permit for the proposed project, the applicant needs to include this information in the package. For additional information about permits, see the Department of Permits, Approvals and Inspections (PAI):

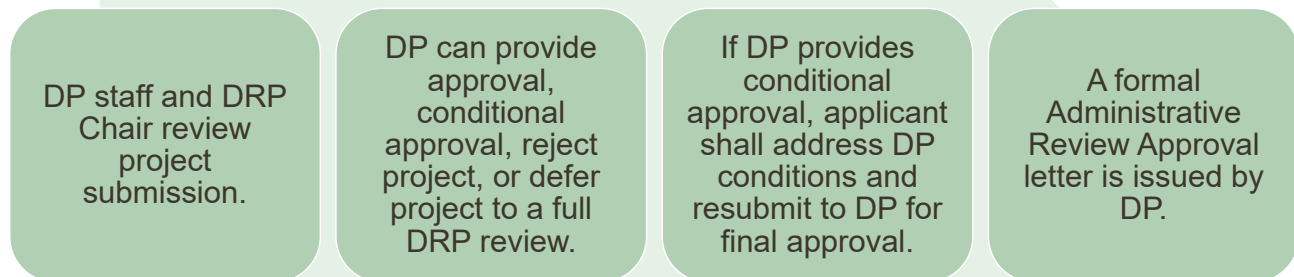
<https://www.baltimorecountymd.gov/departments/pai/application/index.html>



## FULL DESIGN REVIEW PROCESS (\$300 FEE)



## ADMINISTRATIVE DESIGN REVIEW PROCESS (NO FEE)



**FOR ADDITIONAL INFORMATION PLEASE VISIT:**

<https://www.baltimorecountymd.gov/boards-commissions/planning/design-review-panel>

## **A FORMAL REQUEST FOR AN ADMINISTRATIVE DRP REVIEW**

### **SAMPLE LETTER**

August 17, 2022

Ms. Jenifer Nugent  
Chief, Development Review Division  
Jefferson Building, Suite 101  
105 West Chesapeake Avenue  
Towson, Maryland 21204

Re: Administrative Review Request

Dear Ms. Nugent:

I am writing to request that your Department administratively review and approve a mural that is proposed to be painted on the side of the existing XXXXXXXX building in XXXXXXXX. As you are aware, the project is within the XXXXXXXXXX DRP Review Area and, therefore, requires your Department to review all proposed renovations for a determination as to whether the renovation may be approved or must be submitted to the Design Review Panel for review. Accordingly, I am hereby presenting the enclosed proposal for your review. The mural is proposed to be painted along the south-facing wall of the XXXXXXXX building, situated along XXXXXXXX Avenue. This wall is currently clearly visible from XXXXXXXX Avenue. The proposed mural is dimensioned on the enclosed elevation and will occupy an approximately 10' x 20' area of the wall, with a message that reads "XXXXXXXXXX" and combines a mix of vibrant colors.

I ask that you please review this letter and the enclosed materials, and confirm that the project is administratively approved. I will then proceed with permitting.

If you have any questions or require any additional information, please contact me.

Thank you for your attention to this matter.

Sincerely,

James Johnson